



EMPLOYMENT APPLICATION

6800 Zoo Drive
 Kansas City, MO 64132
 (816) 595-1234

Website: www.kansascityzoo.org

| | | | |
|--|--|-------------------|-------------------------|
| Date of Application: | | Position Desired: | |
| Name: | <i>Last</i> | <i>First</i> | <i>Middle</i> |
| Address: | <i>Street</i> | <i>City</i> | <i>State</i> <i>Zip</i> |
| Primary Phone Number: | Alternate Phone Number: | Email Address: | |
| How did you hear about jobs at the Zoo? | | | |
| Are you under age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Salary Expected: | |
| Are you under age 16? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| When could you start? | Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you willing and able, if hired to prove your eligibility for work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Have you ever worked under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, give name: | | | |
| Have you worked here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when: | | Position held: | |
| What type of employment are you seeking? <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal | | | |

All qualified candidates for employment shall receive equal consideration without regard to their gender, physical characteristics or disability, age, race, national origin, religion or any other protected class. We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any application from consideration for employment on a basis prohibited by state or federal law.

Federal law requires us to provide reasonable accommodation for known disabilities of applicants unless to do so would pose an undue hardship. Please let us know if you need an accommodation to complete the application process. Otherwise, all application questions need to be filled out accurately and completely. Incomplete applications may be disqualified.

If you have a question about any part of this application, please ask.

An Equal Opportunity Employer

Can you work a flexible schedule where the days and numbers of hours scheduled are different each week? Yes No Please indicate below the schedule you would be able to work:

Monday Tuesday Wednesday Thursday Friday **Saturday** **Sunday**
 ___ to ___ ___ to ___ ___ to ___ ___ to ___ ___ to ___ ___ to ___ ___ to ___

The Kansas City Zoo is often open for business on holidays and weekends and may have extended business hours for special events or holidays. Employees are expected to work on these days/occasions.

Do you have any relatives employed here? Yes No If yes, who? _____

If the job requires, do you have the appropriate valid driver's license? Yes No

Have you ever handled money or held a position of trust? Yes No

Please explain: _____

EDUCATION: If all of this information is on an attached resume, you may check here and leave this section blank.

| School Name | Location | Check Last Year Completed | Diploma or Degree? (check) | Describe Course of Study or Major |
|-----------------------|----------|---|---|-----------------------------------|
| High School | | <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Business/Trade School | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College/University | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Graduate Work | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

List any special skills, (including computer) training or certifications that are applicable to position desired.

(If hired, you may be required to provide certified copies of transcripts or certificates.)

EMPLOYMENT HISTORY – *Please note: Resumes are welcomed but cannot be used as a substitute for the information below.* List all of your employers and any military service, during the last 10 years, starting with the most recent. Please explain any gaps in employment in the comments section.

1) **Employer:** _____ **Employed from** **to**
month year month year

Phone #: _____ Address: _____
Street City State Zip

Supervisor & Title _____ Starting salary: _____ Final salary: _____

Job Title: _____ Reason for leaving: _____

Description of job duties: (If this information is on your resume, you may check here and leave this section blank.)

If presently employed, may we contact your supervisor? Yes No

2) **Employer:** _____ **Employed from** **to**
month year month year

Phone #: _____ Address: _____
Street City State Zip

Supervisor & Title _____ Starting salary: _____ Final salary: _____

Job Title: _____ Reason for leaving: _____

Description of job duties: (If this information is on your resume, you may check here and leave this section blank.)

3) **Employer:** _____ **Employed from** **to**
month year month year

Phone #: _____ Address: _____
Street City State Zip

Supervisor & Title _____ Starting salary: _____ Final salary: _____

Job Title: _____ Reason for leaving: _____

Description of job duties: (If this information is on your resume, you may check here and leave this section blank.)

4) **Employer:** _____ **Employed from** **to**
month year month year

Phone #: _____ Address: _____
Street City State Zip

Supervisor & Title _____ Starting salary: _____ Final salary: _____

Job Title: _____ Reason for leaving: _____

Description of job duties: (If this information is on your resume, you may check here and leave this section blank.)

5) **Employer:** _____ **Employed from** **to**
month year month year

Phone #: _____ Address: _____
Street City State Zip

Supervisor & Title _____ Starting salary: _____ Final salary: _____

Job Title: _____ Reason for leaving: _____

Description of job duties: (If this information is on your resume, you may check here and leave this section blank.)

COMMENTS SECTION: (Please explain any gaps in employment of more than two months.)

REFERENCES:

Friends and relatives are **not** acceptable references. Please list **three professional or academic** references.

Professional references are to include your most current and two previous supervisors.

Academic references are to include: teacher/professor, principal/dean, guidance counselor/resident advisor or coach.

| | | |
|-------|--------|--------|
| Name: | Phone: | Title: |
| Name: | Phone: | Title: |
| Name: | Phone: | Title: |

CONDITIONS OF EMPLOYMENT:

Friends of the Zoo, Inc. (FOTZ) sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with FOTZ, you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to make our external and internal customers feel like guests, including:

- *Following our standards of professionalism*
- *Smiling and making eye contact*
- *Arriving on time*
- *Maintaining a positive, enthusiastic attitude*
- *Being honest and dedicated in your work*
- *Following FOTZ policies and procedures*
- *Assisting customers*
- *Meeting standards of work quality and quantity*
- *Maintaining a professional appearance and complying with FOTZ dress code*

Are you willing and able to comply with all the requirements listed? Yes No

If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

APPLICANT STATEMENT - Do not sign until you have read and understood the following statements.

I understand that this application does not create a contract of employment, nor guarantee employment for any definite period of time. I understand that if I am hired, my employment will be for no definite period. I further understand that I have the right to terminate my employment at any time, for any reason with or without prior notice, and I understand that Friends of the Zoo has that same right.

I hereby authorize Friends of the Zoo to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability Friends of the Zoo, its subsidiaries, affiliates and its and their representatives from seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand the Friends of the Zoo may require any or all of the following as a prerequisite to employment:

- | | |
|-------------------------------------|--|
| Reference checks | Criminal background check |
| Pre-employment drug testing | Physical abilities test (specific jobs only) |
| Driving record (specific jobs only) | |

I agree to execute any other documents necessary for Friends of the Zoo to investigate my suitability for employment. I certify that all of the information that I provide on this application is true and complete and that all the information that I provide in any interviews or on additional forms will be true and complete. I understand that if I am made a job offer or employed and any such information is found to be false, misleading or omitted in any respect, my employment offer may be rescinded or I may be dismissed, and I will not hold Friends of the Zoo responsible.

Signature: _____ Date: _____



Voluntary Self-Identification Form

Kansas City Zoo

The Kansas City Zoo is an Equal Opportunity Employer. In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations that may apply, we invite you to complete this Voluntary Self-Identification Form. Providing this information is *strictly voluntary*.

All information received on this form will be kept confidential and is not for interview purposes. This form will be retained separately from your application and personnel files, and will not be used in any hiring decision. Failure to complete this form will not subject you to any adverse employment decision or action.

Name

Date

Position applied for

Elect not to self-identify.

1a. Please check one:

Hispanic or Latino (defined as a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race) *(Please skip to questions 2 and 3.)*

Not Hispanic or Latino. *(Please answer questions 1b, 2 and 3.)*

1b. Select from the following:

White - (defined as a person having origins in any of the original peoples of Europe, the Middle East, or North Africa).

Black or African American - (defined as a person having origins in any of the black racial groups of Africa).

Asian – (defined as a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).

American Indian or Alaska Native – (defined as a person having origins in any of the original peoples of North and South America [including Central America], and who maintain tribal affiliation or community attachment).

Native Hawaiian or Other Pacific Islander – (defined as a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

Two or More Races – (defined as all persons who identify with more than one of the above six races).

2. Please check one:

Male

Female

3. Age over 40?

Yes

No